

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Dismissal

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., MM/DD/YYYY]. This decision has been made after careful consideration of [reason for dismissal, e.g., performance issues, company restructuring, etc.].

As per company policy, you will receive [details about final paycheck, severance, benefits, etc.]. Please return any company property by your last working day.

We wish you the best in your future endeavors. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]